

Guidelines and Mechanics
Search for THE OUTSTANDING PERAA MEMBERS (TOPM)

The Search will cover four categories:

1. **Academic Head:** Full-time academic employees with coordinative functions or with a highly specialized field (e.g. dean, principal, subject coordinator).
2. **Full Time Teacher:** Full-time teachers, instructors and professors.
3. **Administrative Head:** Full-time employees with administrative and coordinative functions (including those who may have teaching loads of not more than 6 units or 10 hrs. equivalent, a week).
4. **Administrative Staff:** Full-time administrative support staff or rank and file employees (e.g. secretaries, clerks, messengers, maintenance staff).

Who are qualified to join?

- Any PERAA Member who has been employed at least three years under his present employer and whose Participating Institution (PI) is up-to-date in remittances.
- With Full-time Employment Status
- Filipino citizen with good moral character
- Any TOPM nominees who have not made it as finalist

Who are NOT qualified to join?

- All PERAA staff, TOPM finalist within the past three years and Authorizing Officer of the school who maybe the Chairman of the Board, President, Owner or his equivalent

Who may nominate?

Only the *Authorizing Officer* may officially nominate and endorse a nominee to the Search and will be limited to endorse only one per *category*, for a maximum of 4 nominees. The *Authorizing Officer* must also submit a one-page endorsement for each of the nominees indicating the nominee's achievements and qualifications.

Official Nomination Form may be downloaded at www.peraa.org. Deadline for submission of nominations including all required documents will be on June 15, 2017.

The PERAA Search Committee reserves the right to disqualify a school for late submission of nomination and reserves the right to disqualify nominees for incomplete requirements.

Screening Procedure

PERAA Screening Committee (PSC) Composition – Committee members shall be designated by the PERAA Board of Trustees from organizations like PAASCU, PACUCOA, FAPE and ACSCU among the few. The Committee members will elect a Chairman from among themselves.

1. Screening Procedure - PSC will classify nominees by *Category*; deliberate and pick out the top 5 nominees per category with the highest rating; and submit them with corresponding documents to an independent Panel of Judges.
2. Finalists - The nominees submitted by the PSC to the TOPM Panel of Judges will constitute the 20 finalists who will be interviewed and screened by the Panel.

TOPM Panel of Judges Composition – Judges shall consist of Independent, multi-sectoral representatives from the Department of Education (DepEd), Commission on Higher Education (CHED), educational organizations, civic organizations and business sector.

1. Final Interview – The 20 finalists will be interviewed by the Panel of Judges in Manila at a venue to be arranged by PERAA.
2. Finalists* - Finalists will report on the day of screening.
(*Companions /chaperons, if any, should stay only at the lobby)
3. Winners - From the five (5) finalists of each category, only the top three (3) will be recognized as the winners consisting of the first, second and third placer. The announcement and awarding will be made on PERAA's Anniversary Celebration.

The Decision of the TOPM Panel of Judges is final.

Prizes

The winners for each category will receive a cash prize of:

First - ₱25,000; Second - ₱ 20,000; Third - ₱ 15,000. Aside from the cash prize, each TOPM awardee will receive a plaque and will be included in a full page display ad on a newspaper with national circulation.

Participating Institutions or the Employer will be given a special plaque of appreciation.

Special award of one (1) Laptop will be raffled off among the institutions participating for the first time and whose nominee makes it as a finalist.

All airfares and accommodations including meals will be provided by PERAA and will allot a reasonable amount for allowances for each of the nominees from screening to interview.

CHECKLIST OF REQUIREMENTS
For Submission to PERAA

DIRECTIONS

1. **SUBMIT** the duly accomplished **OFFICIAL NOMINATION FORM** and supporting documents in **ONE** legal-sized **CLEAR BOOK** and **ARRANGE** all documents as indicated in the nomination form. Do not divert from the order indicated. Please **STRICTLY** follow instructions. Deviations may disqualify nominee.
2. **PRINT** or type all entries. Put signature over printed name. Avoid erasures or alterations in the nomination form and supporting papers.
3. **ONLY** the school official/representative appearing on the Authorized Signatories Form (ASF) submitted by the school will be honored as endorser of the nominee. (See Acknowledgment Receipt Form)

CHECKLIST OF REQUIREMENTS FOR SUBMISSION TO PERAA

1. **Official Nomination Form** - to be signed by the school's officials and attach TWO recent colored 2 x 2 ID Photos. You may download the form at www.peraa.org.
 2. **One-Page Endorsement from school administrator, head of P.I. Screening Committee, barangay or church (Maximum of THREE Endorsements)**
 3. **Supporting Documents for the following:**
 - A. **Education**
 1. Certified true copy - Transcript of Records of the highest degree earned or units earned
 2. Certificates and evidences of academic distinctions/awards
 3. Evidences or Identifications of licensure examination/s passed (Indicate NOT APPLICABLE if not required)
 - B. **Work Competence and Effectiveness**
 1. Certification of competence; performance evaluation within the last THREE years; other proofs of promotion obtained as teacher or employee from any of the following: president/principal, dean or supervising officer
 2. Certification of involvement in activities enumerated below:
 - 2.1 Copy of cover and table of contents of materials published, IF ANY; textbooks, system/procedure/manual, research/technical papers delivered in local or international conference
 - 2.2 Activities that were organized/initiated/conducted or seminars/trainings attended/facilitated by nominee related to school (Maximum of FIVE for the last 5 years)
 - C. **Professional Activities**
 1. Certificate/s of Membership in organization/s and indicate positions held (Maximum of FIVE for the last 5 years)
 - D. **Community Involvement**
 1. Certificate/s of involvement in community projects (Maximum of FIVE for the last 5 years)
 - E. **Awards**
 1. Awards/citation for outstanding accomplishment/s in the school, profession or community (Maximum of FIVE for the last 5 years)
 - F. **Nominee's Statement/Affirmation**
 1. ESSAY (250-300 words) from the Nominee on one of the following subjects:
 - a) What are the Attributes of a Good Teacher?
 - b) What is Retirement for you?
- (Please SIGN your essay)**